

**MEMORANDUM  
AND ARTICLES  
OF  
PAKISTAN PEDIATRIC  
ASSOCIATION**



**UPDATED TO:**

**20th February, 2009**

# **PAKISTAN PEDIATRIC ASSOCIATION MEMORANDAM OF ASSOCIATION**

(UPDATED TO 20TH FEB. 2009)

## **1. THE NAME**

The name of the Association shall be "Pakistan Pediatric Association" and its official abbreviation shall be "PPA".

## **2. REGISTERED OFFICE**

The registered office of the Association will be situated at Karachi. The current address being office No.5, PMA House, Garden Road, Saddar, Karachi. The address within Karachi may change subject to approval of the General Body which shall be notified by the Secretary General. The objectives of the Association will extend throughout Pakistan.

## **3. LANGUAGE**

The Language of the Association and of Pakistan Pediatric Journal shall be English until otherwise decided upon.

## **4. AIMS AND OBJECTIVES**

Aims and objectives for which the Association is established are:

- 4.1. To bring together all professional workers interested in the field of Child Health and to encourage, and endeavor for, good will, cooperation, welfare and rights of pediatricians.
- 4.2. To stimulate interest in the study and advancement of the science and practice of pediatrics in all possible ways including education and research.
- 4.3. To establish and run child health centres, clinics and hospitals to promote the objectives of the Association.
- 4.4. To organize or help in the organization of baby shows and competitions.
- 4.5. To arrange lectures, clinical meetings, conferences, exhibitions and other activities for the study and discussion of all the problems of Child Health.
- 4.6. To bring out or publish for sale or distribution useful literature in the field of child health in the form of pamphlets, journals and books.
- 4.7. To acquire and maintain property for the use of and to promote the objectives of the Association either by outright purchase or on lease or hire or by way of donation.
- 4.8. To receive any movable or immovable property in the form of gifts, donation or legacy and utilize it for the promotion of the objectives of the Association.
- 4.9. To improve, alter, mortgage, lease, let or to sell all or part of the property of the Association.
- 4.10. To cooperate or to enter into arrangement with other Associations, bodies and authorities in all matters which are likely to promote the objectives of the Association.
- 4.11. To take all the necessary steps to procure funds for the Association and to utilize these funds in the best interest of and to promote the objectives of the Association.

- 4.12. To approve establishment of new branches.
- 4.13. To engage the necessary staff for the conduct and management of the affairs of the Association.
- 4.14. To honour the pediatricians, local or foreign, and workers in any field of child health for their exceptional contribution in the care of children.
- 4.15. To do all such other acts as may be essential or conducive to the attainment of the objectives of the Association

#### **5. LIABILITY OF MEMBERS**

The liability of the members of the Association is limited.

#### **6. METHODS**

For the attainment and furtherance of the above objectives, the Association may adopt following methods :

- 6.1. Circulate such information as may be thought desirable by means of periodicals and Journal which shall be the Journal of the Association, and by any other occasional or regular publication.
- 6.2. Arrange from time to time lectures, discussions, demonstrations, meetings and conferences particularly of the members of the Association on any subject of child health.
- 6.3. Encourage research in the field of pediatrics through grants by establishing scholarships, donations or rewards in such manner as may from time to time be determined by the Association.
- 6.4. Maintain and manage Association office, and, library if feasible, for the members of the Association.
- 6.5. Conduct educational campaigns among the masses of Pakistan in the matter of child health in cooperation with different public bodies and by using radio and television.
- 6.6. Consider and express its views on all the laws promulgated in Pakistan in connection with medical profession, medical practice and medical education and to keep an eye on the proposed legislation which concerns child health and education and take such steps and adopt such measures as may be deemed expedient.
- 6.7. Grant sums of money out of the funds of the Association for the promotion of child health in such manner as may be from time to time determined by the Association.
- 6.8. Erect, maintain, improve or alter and keep in repair any building or buildings for the purpose of the Association.
- 6.9. Borrow or raise money in such manner as the Association may deem fit and collect subscriptions and donations for the purpose of the Association.
- 6.10. Invest any amount of the Association, not immediately required for any of its objectives, in such manner as may from time to time be determined by the Association.
- 6.11. Assist, subscribe, cooperate, affiliate or be affiliated to or amalgamate with any other public body whether incorporated, registered or unregistered having all together or in part objects similar to those of the Association.

- 6.12. Create or assist in creating branches of the Association for any of the purposes aforementioned.
- 6.13. Maintain membership of the International Pediatric Organizations, regional or global, to participate and obtain news, periodicals and other information as may be beneficial for the advancement of the specialty of pediatrics and child health.
- 6.14. Do all such other lawful things as may be incidental or conducive to the promotion or carrying out of the foregoing objectives or any one of them.

**7. INCOME AND PROPERTY OF THE ASSOCIATION TO BE SOLELY APPLIED TOWARDS ATTAINMENT OF ITS OBJECTIVES**

All the income and property of the Association, whatever its source, shall be applied solely towards the promotion of the objectives of the Association as set forth in the Memorandum of the Association and no portion there of shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to the persons who are or at any time have been, members of the Association, or to any person claiming through any of them, provided that nothing herein shall prevent the payment, in good faith, of remuneration to any officer or servant of the Association, or to any members of the Association or other person in return for expenses actually incurred on any service rendered to the Association, or free distribution or sale at discount to the subscribers to the fund of the Association, of any books or publications published by the Association.

**8. WINDING UP / LIQUIDATION CLAUSE**

Every member of the Association undertakes to contribute to the assets of the Association in the event of the same being wound up during the time that he is a member, for payment of the debts and liabilities of the Association contracted during the period of his membership, and the costs, charges and expenses of winding up the same, and for the adjustment of the rights of the contributors amongst themselves such amount as may be required by the Association. If after the winding up or dissolution of the Association there remain any funds or property after the discharge of all the liabilities and debts, the same shall not be distributed among the members but will be transferred and given to any other Association or institution with aims and objects similar to the Association or failing that to any other charitable concern to be determined by the members of the Association.



# PAKISTAN PEDIATRIC ASSOCIATION

## ARTICLES OF ASSOCIATION

### 1. INTERPERTATION

In the Articles of the Association (when not repugnant to the subject or context) the following words and expressions have the meanings hereafter assigned to them respectively: -

- "**The Association**" means the Pakistan Pediatric Association which comprises the geographical territories of Pakistan and its overseas chapters. The official abbreviation shall be PPA.
- "**Centre**" shall mean the Pakistan Pediatric Association as a whole, being the national body including its branches and chapters as its components.
- "**Branches**" shall mean Pakistan Pediatric Association, Sindh Branch, Punjab Branch, Baluchistan Branch, NWFP Branch and Federal Branch.
- "**Register of Members**" means the register of members of the Association to be kept at the office of the Association.
- "**Register of Specialty Groups and Committees**" means the register containing the names of the members and office bearers and the eligibility criteria of each specialty group or Committee by the Secretary General of PPA.
- "**Month**" means a calendar month
- "**In Writing**" means written or printed or partly written and partly printed.
- "**Constitution**" means the Memorandum and Articles of Pakistan Pediatric Association.
- "**Pediatrics**" means study of child health as well as diseases of children whether organic or functional and includes all pediatric specialties like social preventive pediatrics, pediatric neurology, pediatric cardiology etc.
- "**Regulations**" means the regulations contained in the Articles of the Association with such modifications thereof or additions thereto as may from time to time come in force.
- "**The Bye Laws**" means the bye laws set forth in the schedule hereto or other bye laws of the Association for the time being in force, as approved by the General Body for the Association, or by the Executive Committee of PPA Centre, pending amendments in the constitution, or made by the Executive Committee of PPA Centre for a specific purpose, project or event.
- "**Pediatrician**" means a medical graduate who holds a recognized post graduate qualification in Pediatrics.
- "**Journal**" means the journal of the Pakistan Pediatric Association, i.e. "Pakistan Pediatric Journal." Its official abbreviation shall be "PPJ"
- "**Executive Committee (Centre)**" means the governing body of Pakistan Pediatric Association. The official abbreviation shall be PPA Centre.
- "**Executive Committee of a Branch**" means the governing body of a provincial Branch e.g. Executive Committee PPA Baluchistan.

- **"General Body PPA Centre"** means the body consisting of all attending members of PPA, whose subscription is up to date and whose membership has not been terminated.
- **"General Body of a PPA branch"** (e.g. General Body of PPA NWFP) means the body consisting of all attending members of that branch whose subscription is up to date and whose membership has not been terminated.
- **"Chapter"** means a local sub branch level body of 15 or more PPA members of a branch at division, district or city level duly approved by the Executive Committee of the corresponding PPA branch or in case of an Overseas Chapter any number of overseas members of a country or region e.g "USA Chapter" duly approved by the Executive Committee of PPA Centre.
- **"Committee" or "Group"** means a body formed by some members of PPA who have a special interest in a particular sub specialty of Pediatrics or a particular field or subject concerning the health or welfare of children as recommended by the Expert Committee and duly approved by the Executive Committee of PPA Centre and the Biennial General Body Meeting. e.g. "Child Rights and Abuse Committee" and "Neonatology Group".
- **"Biennial Conference"** means the international conference organized every two years by the Association.
- **"Biennial General Body Meeting"** means the General Body Meeting of the Association held every two years on the occasion of Biennial Conference.
- **"Annual Conference"** means the essentially national conference held in the year alternating with the year of Biennial Conference.
- **"Annual General Body Meeting"** Means the General Body Meeting of the Association held during the Annual Conference.
- **"National"** means a conference or event in which PPA members from all of Pakistan are invited.
- **"International"** means a conference or event in which speakers and/or delegates from abroad, in addition to PPA members from all of Pakistan, are invited.
- **"Branch Conference/Event"** means a conference or event conceptualized, organized, funded and mainly participated by members of respective branch.
- **"Local"** means an event held at the level of a chapter or a city in which members from the rest of the province or from other branches are not invited.
- **"Expert Committee"** means the committee composed of serving and retired professors, current heads of departments where there is no professor, and senior members of at least 20 years standing in PPA.
- **"Ordinary Member of good standing"** means an ordinary member who has regularly paid his subscription and has paid his subscription for the current year within the period as stipulated in the Articles of the Association.

## 2. COMPONENTS

The Association shall consist of All the members whose names are on the register of the Association, its Branches i.e. Baluchistan branch, Sindh branch, Punjab Branch, NWFP branch and Federal Branch and its approved Overseas Chapters at the time when these revised rules and regulations come into force and subsequent members who are enrolled after that date, or new branches if and when approved or new

overseas chapters if and when approved, in the manner as laid down in the constitution for the branches or in case of chapters by Bye laws, from time to time.

### **3. REGISTER OF MEMBERS**

There shall be a register maintained by the Secretary General of PPA Centre in which the names of all the members of the Association shall be entered with their qualifications and addresses, date of becoming a member of any category and if applicable, the date of cessation of membership.

### **4. BRANCHES**

For better attainment of the objects of the Association the local members of different provinces and / or Federal areas, as the case may be, shall form themselves into separate bodies called "Branches" after being approved by the Biennial General Body of the Association e.g. PPA Baluchistan meaning Baluchistan branch of PPA. Presently there are 5 branches of the Association i.e. Punjab branch, Sindh branch, Baluchistan branch, NWFP branch and Federal branch. Each Branch must have the following office bearers: -

President, General Secretary and Treasurer( or finance Secretary). In addition the General Body of the Branch may, at its discretion may have one or more vice presidents, joint secretary, and a number of members of the executive Committee as decided by it.

4.1. **THE CHAPTERS:** Members may group themselves at division, district or City level as a sub branch called a "Chapter" provided that the number is not less than 15. Those, who must be already members of a particular branch of the Association, and desire to form a chapter shall submit an application to the Executive Committee of the respective branch of the Association signed by all such members . Once approved by the Executive Committee of the Provincial branch and the Secretary General of PPA Centre intimated, the Chapter shall come into existence. Chapters of each branch of PPA will be grouped together and be under respective Branches of the Pakistan Pediatric Association with their head quarters in their respective administration capitals or city, or as decided otherwise by the Executive Committee of the respective branch.

4.1.1. Each Chapter shall have the following office bearers "Chairperson (equal to President), Convener (equal to secretary) and Treasurer (or Finance Secretary), duly elected democratically by the members of the respective Chapter for the period till the next Biennial elections of the respective branch.

4.1.2. Any dispute or matter at the chapter level which can not be resolved by the chapter itself shall be referred to the Executive Committee of the respective branch, or Executive Committee of PPA Centre in case of an overseas chapter which is directly under PPA Centre. The decision of the respective Executive Committee in the matter shall be final.

4.1.3. Any chapters existing before the approval of these revised rules, shall complete these formalities to be regularized..

4.1.4. Any Chapters formed outside Pakistan shall be under the Pakistan Pediatric Association (Centre) but members of those chapters will not

have postal / electronic voting rights.

- 4.1.5. The format of the letter heads and other printed materials of the Chapter shall be approved by the Executive Committee of respective branch.
- 4.2. Pakistan Pediatric Association (Centre) shall recognize properly established branches as its constituent units under PPA Centre.
- 4.3. Branches of PPA centre shall be independent of each other and shall be governed by the Executive Committees of the respective branches. They will deal with all the matters of the Association at the branch level.
- 4.4. In case of a dispute or a matter which the Executive Committee of the branch or its General Body fail to resolve, the same shall be referred to the Secretary General of PPA Centre so that it may be put up in the meeting of the Executive Committee of PPA Centre, which shall decide upon it in its meeting or constitute a subcommittee for the purpose. In all such disputes of the branches, the decision of the Executive Committee of PPA Centre or its subcommittee constituted for the purpose shall be final.
- 4.5. Branches shall deal with local chapters and Chapters shall refer all matters requiring further decisions to the Executive Committee of the Branch to which they belong and be guided in all matters by the respective branch.
- 4.6. Subject to the Constitution and Bye-laws of the Association, the Branches and Chapters shall be autonomous as far as their management is concerned. They can frame their own Bye-laws and alter their rules and regulations if necessary, to suit the local conditions, subject to the approval of the Executive Committee of the respective branch and the General Body of the respective branch in case of amendment to the Constitution of the branches. Chapters shall not come into operation unless approved by the Executive Committee of the respective branch. Branches will be responsible to the Executive Committee of the Pakistan Pediatric Association (Centre)
- 4.7. Pakistan Pediatric Association Centre shall not be liable for any of the debts or liabilities of any of its Branches or any of the chapters.
- 4.8. **SPECIALTY COMMITTEES & GROUPS:** A group of members interested in a particular sub specialty of Pediatrics or a subject / field concerned with the welfare of children, may give a written application, proposing the name of the Group / Committee and duly signed by the interested members to the Expert Committee of PPA Centre through the Secretary General of PPA Center, accompanied by a crossed cheque of the amount of Rs.100/- per signing member, and after approval of the Expert Committee, it shall be referred to the Executive Committee of PPA Centre which shall put it for approval to the General Body Meeting. After approval of the General Body, the Committee or Group shall come into existence. The Committee or Group shall elect a Chairman, a Convener and a Treasurer by election by its members after the initial approval of the Executive Committee of PPA Centre for a term till the next Biennial General Body Meeting and thereafter every two years before the Biennial elections of the Association are held.
- 4.8.1 In case the Committee/Group fails to hold its elections before the Biennial elections of PPA, the office bearers shall automatically cease to hold the office unless elections are held and results communicated to the Secretary General PPA Centre, within one month of grace

period after the Biennial elections of PPA. The names of the office bearers shall be communicated in writing to the Secretary General of PPA Centre.

- 4.8.2 Only members of the Association with subscription paid as per rules may become members of such Committee or Group. The Committee/Group may determine an annual subscription for its members which shall be separate from the subscription to be paid to PPA. There shall be no share of this separate subscription payable to PPA Centre or any PPA branch.
- 4.8.3 The Committees/Groups already functioning before this sub clause is passed, will get regularized by merely submitting the names of their current members and office bearers, along with a cheque for an amount equal to Rs.100/- per member to the Secretary General of PPA Centre.
- 4.8.4 Each Committee/Group may have its branch in each branch of PPA and such branch may have its own corresponding office bearers duly elected by it, preferably before the Biennial General Body Meeting of the respective branch but in no case later than 1 month after it.
- 4.8.5. Existing Committees and Groups, formed before the approval of these new rules shall remain approved as before, but should elect their office bearers for both: their Central body by a voting of all their members, and for each of their PPA branches by voting among the committee members of that respective branch. The lists of the members of the Central Body of each Committee/Group and its elected office bearers shall be sent to PPA Centre within 45 days of the approval of these rules, and similarly lists of members of each branch of the Committee/Group, corresponding to each PPA branch and its elected office bearers shall be sent to the General Secretary of respective PPA branch within 45 days. For the first time only, the Committee/Group shall pay a token fee of Rs.100/- per member to PPA Centre. Subsequently the same amounts shall be paid only in respect of new members who join the Committee/Group, all these being one time payments.

## **5. MEMBERSHIP CLASSIFICATION, QUALIFICATIONS AND ELIGIBILITY CRITERIA**

Membership of the Association shall be classified as under: -

- a). Ordinary members.
- b). Life members.
- c). Associate members.
- d). Overseas members.
- e). Honorary members.

### **5.1. Qualification and eligibility criteria of members:**

- 5.1.1. Has a reputable Character.
- 5.1.2. Agrees and undertakes to abide by the constitution and bye-laws of the Association, including, and in particular, the Arbitration and Discipline clause.
- 5.1.3 Has the professional qualifications mandatory for the class of membership he has applied for.

- 5.2. **Ordinary Member:** Any person possessing post graduate diploma or degree in pediatrics or a recognized pediatric sub speciality as recognized by the Pakistan Medical and Dental Council will be eligible for membership. Admission shall be subject to the rules and regulations of the Associations and the mode and conditions of election to the membership shall be determined in accordance with the Byc-laws prescribed from time to time.
- 5.3. **Associate Member:** Any other medical graduate who has interest in Pediatrics but no postgraduate qualification in pediatrics or a recognized pediatric sub speciality shall be eligible for Associate membership.
- 5.4. **Life member:** A member who has been an ordinary member of good standing for at least 3 years, with post graduate qualification in pediatrics or a recognized pediatric sub speciality, but not in any other speciality, may become a life member by paying Rs.5000/- subscription only once.
- 5.5. **Overseas Member:** Any Pakistani or foreign national with Pakistani or foreign postgraduate qualifications in Pediatrics who is working abroad, may become an overseas member of PPA by paying subscription in foreign currency as decided by the Executive Committee of PPA Centre from time to time".
- 5.6. **Honorary Member:** Any person, whether medical graduate or not, who has rendered outstanding services for the welfare of children, if recommended by the executive committee of a branch with his / her C.V. and approved by the Executive Committee of PPA Centre, may be conferred honorary membership of the Association by a resolution of the Executive Committee of PPA Centre. He shall not be required to pay any subscription. He shall be eligible for all the privileges of an ordinary member but shall not have the right to vote.

## 6. REELIGIBILITY

Any member who has ceased to be a member by resignation or non payment of fees can be admitted on fresh application being made by him or her and on payment of any dues outstanding against him or her on the date he ceased to be a member, The Executive Committee of respective branch may, however, write off a part or whole of any outstanding dues against such members. Member whose name has been removed under article (14) " or who has been asked to resign by the Executive Committee of PPA Centre or Executive Committee of a PPA branch or a subcommittee of any of the two, as a disciplinary measure may be readmitted on the expiry of 2 years or thereafter, provided his application for reenrollment is supported by twenty members of the Association of which 5 shall be members of the Executive Committee of PPA Centre or of concerned branch", as the case may be, testifying to his good conduct during the intervening period, or earlier if the member who had resigned submits written apology acceptable to the Executive Committee of the branch or of PPA centre as the case may be, along with the recommendation of the Branch concerned, if any.

## 7. ADMISSION FEE AND SUBSCRIPTION

- 7.1. The subscription for life membership shall be in lump sum Rs. 5000/- or more to be paid once in life time, however the amount of subscription may be revised by the General Body Meeting of PPA Centre from time to time.
- 7.2. The subscription for ordinary members shall be yearly Rs.500/- or more to be paid in advance before the last day of February for the whole year ending on



31st December that year however the amount of subscription may be revised by the General Body Meeting of PPA Centre from time to time.

- 7.3. The subscription for Associate members shall be yearly in advance: Rs 300/- or more however the amount of subscription may be revised by the General Body of PPA Centre..
- 7.4. The Branches will pay to the Centre 40% of the subscription received in a year regularly from ordinary and associate members and 40% once from each life member's subscription.
- 7.5. The General; Body of PPA Centre will have the right to modify the above amounts as and when it feels necessary.
- 7.6. The subscription will become due on the 1st January and must be paid within two months from this date. After this the treasurer will put up before the secretary the names of such members in writing who have not paid their yearly subscription about their arrears and request the members to pay within a month of writing. If after this date any member is still in default, the secretary or the treasurer of the branch will send them a notice asking them to clear their arrears. The arrears shall be cleared within a month of receipt of such notice. Due to non compliance of such a notice he will automatically cease to be a member, "however irrespective of whether any notice or letter for paying the due subscription was issued to/ received by, any member or not, if subscription remains unpaid on 31st December of any year, that ordinary member shall be ineligible to vote or contest or take part in the Biennial elections in any other capacity or to receive official publications of the Association".

#### **8. PRIVILEGES OF MEMBERSHIP**

- 8.1. Each year's subscription shall entitle the member to all privileges of the membership of the Association including those of receiving the journal for the current year and to the ordinary privileges of the membership of the Branches of which he is an ordinary member.
- 8.2. Every member shall be supplied copies of all publications of the Association either free of charge or at such rates as the Executive Committee may fix from time to time.
- 8.3. Every member shall have the right to attend and take part in discussions in all clinical meetings, lectures and demonstrations organized by the Association or its Branches of which he is a member.
- 8.4. Every ordinary member of good standing and life member shall have the right to vote on all resolutions put forward at any of the meetings of the Association, "and vote, contest or participate in elections in any way, however this shall be subject to Articles clause no. 7.6".
- 8.5. Every member shall have the right to attend Pediatric Conferences or Seminars organized by the Association.
- 8.6. Every ordinary and life member shall have the right to have any information about the affairs of the Association if he so desires.
- 8.7. Every member shall enjoy all other privileges that may here after be conferred by the Association.
- 8.8. **Honorary Members:** They will have all privileges like Ordinary members

- except that they will not hold any office and shall have no voting rights.
- 8.9. Associate Members: They will have all privileges like ordinary members except that they will not hold any office and shall have no voting rights.
- 8.10. The Overseas member shall have the same rights as an ordinary member.

#### **9. OBLIGATIONS OF MEMBERS**

- 9.1. Every member shall uphold the cause of pediatrics and objectives of the Association and do all in his power to promote the cause of and take active interest in the activities of the Association.
- 9.2. Reply to all queries and questionnaires from the Association as early as possible or within the time limit as specified.
- 9.3. Shall inform the Secretary General of any changes in his address.
- 9.4. Shall inform the Secretary General about any addition to his qualifications.
- 9.5. Shall pay the subscription and other dues regularly.
- 9.6. Shall abide by and uphold the constitution of the Association as embodied in its Memorandum and Articles and shall not violate it.
- 9.7. Shall not indulge in any financial irregularity or do any thing to harm the interest or the reputation of the Association.

#### **10. TERMINATION OF MEMBERSHIP**

Membership of the Association will be terminated in any of the following circumstances:

- 10.1. A member may at any time resign his membership by giving 30 days notice in writing to the General Secretary of the branch of the Association, to which he belongs. The resigning member shall clear all the dues standing against him and the General Secretary shall put up his resignation letter along with clearance certificate to the Executive Committee for information and action.
- 10.2. By default in the payment of subscription to the Association.
- 10.3. By expulsion on the grounds that the conduct of a member is detrimental to the honour, reputation and interests of the Association or the profession or calculated to bring the profession into disrepute or on the grounds that the member has willfully and persistently violated the regulations and Constitution of the Association. This clause will be effective after the inquiry and in the manner prescribed in the next succeeding article i.e. Clause 11.
- 10.4. All those persons who cease to be members for any reason will however, be liable for and shall pay to the Association all the money or subscription, if any, is due to him. Such members, who cease to be members, except those expelled under clause 10.3. may be readmitted to the Association at the discretion of the Executive committee on such terms as it may determine

#### **11. EXPULSION**

The Executive Committee (Centre) and the Executive Committees of the Branches have powers to expel a member from the membership.

- 11.1. No member shall be expelled unless the Executive Committee of PPA Centre itself or Executive Committee of a PPA branch itself or a subcommittee appointed and empowered by either of the Executive Committees on its behalf, holds inquiry into the truth of the allegations which are in the nature



mentioned in article 10.3.

- 11.2. Notice of the inquiry shall be given to the member concerned at least 14 days before the enquiry specifying the allegations, time and place of enquiry at which the member concerned shall be heard in his defense.
- 11.3. In case the expulsion is proposed by a branch, then the office bearer/s or member/s demanding the expulsion shall submit all relevant data regarding the member whose expulsion is proposed before the executive committee of the branch or the sub committee appointed / empowered by it.
- 11.4. In case the expulsion is proposed by the Executive Committee of PPA Centre, then the office bearer/s or Executive Committee member/s of PPA Centre shall submit all relevant data to the Executive Committee of PPA Centre or a sub committee appointed / empowered by it.
- 11.5. After the enquiry the member can be expelled by the majority of two thirds of those present and voting at a meeting of the Executive Committee of PPA Centre or of a branch. However any of the Executive Committees (of a PPA branch or PPA Centre) itself or a subcommittee appointed by any of them, rather than expelling the member, may ask the member / office bearer, as a disciplinary measure and in the interest of the Association, to resign from his office or the membership of the Association. If such member / office bearer refuses or fails to abide by such decision, then his membership shall stand terminated.
- 11.6. The expelled member shall, notwithstanding that he has ceased to be a member, be liable to pay all sums due from him to the Association / to the branch of which he was a member at the time of his expulsion.
- 11.7. A member has right to appeal to the Executive Committee of PPA Centre against the decision of his expulsion taken by the Executive Committee of any branch of PPA.
- 11.8. No member whose conduct is under investigation, or is the subject of enquiry by the Executive Committee or a sub committee authorized in that behalf by the Executive Committee shall resign. His membership will be suspended until the investigation or the inquiry is completed and a decision there under is pronounced.

## **12. READMISSION**

All those persons who cease to be members for any reason will be, however, liable for and shall pay to the Association all the money or subscription if any, that is due to them. Such members may be readmitted to the Association (except those expelled under clause 10.3. and 11 who shall be subject to clause 6) at the discretion of the Executive Committee on such terms as it may determine.

## **13. SUBSCRIPTION**

- 13.1 Save as otherwise provided by the regulations or bye laws every member shall pay to be the Association a subscription of such amount as may from time to time be prescribed by the bye-laws.
- 13.2. Each Branch shall pay for every Ordinary and Associate member 40% share of his subscription before "31st December each year".

#### **14. ASSOCIATION YEAR**

The year of the Association and its constituents for financial purposes shall be the calendar year 1st January - 31 December.

#### **15. THE GENERAL BODY AND THE MANAGEMENT OF THE ASSOCIATION**

- 15.1. The direction of the policy shall be vested in the General Body which shall be the supreme body and final authority of the Association.
- 15.2. It shall consist of all the members of good standing of the Association. It shall ordinarily meet along with the National Conferences and the Biennial Conferences at such date, time and place as shall be determined by the Executive Committee of the Association (Centre).
- 15.3. From time to time, if required, the views of the General Body shall be obtained through referendum at the instance of the president or the Executive Committee (Centre) in such manner as shall be determined through bye laws from time to time.
- 15.4. Only the members shall attend the business session and the ordinary members of good standing, who have paid their subscription up to date, and life members shall have a right to vote.

#### **16. EXECUTIVE COMMITTEE (CENTRE)**

The Executive Committee of PPA (Centre) shall be composed of the following:-

- 16.1. Office Bearers, as specified in clause 18, elected by the Biennial General Body.
- 16.2. Except for the posts of President Elect, Secretary General and Treasurer, who shall be elected directly by the Biennial General Body Meeting of PPA Centre, all the branches shall elect their respective allocated number of members of Executive Committee of PPA Centre and the Vice Presidents of PPA Centre allocated to the respective branch in their Biennial General Body Meetings and send their names to the Secretary General of PPA Centre at least 2 weeks before the Executive Committee Meeting of PPA Centre, which is held before the inaugural ceremony of the Biennial Conference of PPA Centre, to be adopted as elected by the Biennial General Body Meeting of PPA Centre as members of Executive Committee or Vice Presidents of PPA Centre as the case may be.
- 16.3. The Presidents of all the Provincial Branches shall be the members of the Executive Committee (Centre) by dint of holding their respective offices.
- 16.4. In case of casual vacancies in the representation of the Branches, the Branches will send new names as replacement by nomination by the Executive Committee of the respective Branch, except for the post of President Elect
- 16.5. "All past presidents of PPA shall be Ex.Office members".

#### **17. FUNCTIONS AND POWERS OF THE EXECUTIVE COMMITTEE OF PPA CENTRE**

The control and management of the affairs of the Association shall be vested in the Executive Committee of PPA (Centre). This committee shall direct, regulate and administer the general affairs of the Association in accordance with the Memorandum, Articles and bye laws of the Association. It would be the duty of the executive committee to execute any resolutions passed by the General Body. It shall ordinarily meet at least twice a year.

- 17.1. The Executive Committee shall have the following powers:-
- 17.1.1. To frame, alter or repeal bye laws, where the Memorandum and Articles already in force are silent or vague, to be effective with immediate effect and remain effective till such time that they are presented to the Biennial General Body Meeting which has the authority to ratify them, modify them or repeal them.
  - 17.1.2. To appoint special committees, subcommittees, adhoc subcommittees, Boards and other bodies and delegate such of its powers the Executive Committee deems necessary and expedient.
  - 17.1.3. To elect or appoint office bearers of the Association and its various committees other than those elected by the General Body.
  - 17.1.4. To fill the vacancies, if any, of the office bearers elected by the General Body except that of president and president elect for the remaining period after receiving the names for replacement from the Branches.
  - 17.1.5. To consider and decide application for establishment of chapters as recommended by the provincial Branches.
  - 17.1.6. To take disciplinary action against any member of a Branch on the recommendation of the respective branch.
  - 17.1.7. To write off the whole or part of the arrears against any Branch or other out standing dues if considered desirable.
  - 17.1.8. To represent the Association in any matter in which they consider that the interests of the Association or of the profession are affected or involved before the Govt. or other public bodies or any court or properly constituted authority or any other national or international forum.
  - 17.1.9. To appoint or remove salaried officers and servants of the Association.
  - 17.1.10. To exercise, in addition to the powers by these rules expressly conferred on it, all such powers and do all such acts and things as may be deemed necessary or expedient by the Association
  - 17.1.11. To decide the date, time and venue of the General Body meeting.
  - 17.1.12. To scrutinize nomination papers for the election of office bearers.
  - 17.1.13. To appoint returning officers and polling officers.
  - 17.1.14. To recommend to the General Body the establishment of Specialty Committees and Groups and approve the establishment of Overseas Chapters.
  - 17.1.15. The decision of the Executive Committee of PPA (Centre) in all matters not covered by the rules and bye laws shall be final.

**18. RELATIONSHIP BETWEEN EXECUTIVE COMMITTEE OF PPA CENTRE, BRANCHES, CHAPTERS, COMMITTEES AND GROUPS**

- 18.1. The Executive Committees of the PPA branches shall normally be autonomous in the running of the internal affairs of their branches. However the decisions of the Executive Committee of PPA Centre shall be binding on the Executive Committees of all branches.

- 18.2. Decisions of the Executive Committee of a PPA branch shall be binding on its Chapters who shall normally be autonomous in running their day to day affairs.
- 18.3. The Committees and Groups shall function under the overall supervision of the Executive Committee of PPA Centre although normally they shall work autonomously for running their internal affairs, but any decisions made by the Executive Committee of PPA Centre shall be binding on them.
- 18.4. The President and General Secretary of PPA Centre, if present, shall be accorded due courtesy by inviting them to sit on the stage along with office bearers of the respective body during a meeting, conference, seminar etc of a branch, Chapter, group or Committee.
- 18.5. Only life members or Ordinary members of PPA may become members of its Specialty Groups/Committees. However they may also have Associate members or confer Honorary membership on any person but Associate members and Honorary members shall not have the right to vote or become office bearers.
- 18.6. Groups and Committees must submit the names of their members to the Secretary General of PPA Centre along with Rs.100/- per member enrolment fee for one time only, after which their names shall be entered in the register of Committees and Groups. Thereafter they shall forward only the names of new members along with prescribed one time enrolment fee and the names of those who have resigned or whose names have been removed from their membership.
- 18.7. Committees and Groups must intimate the names of their elected office bearers after their internal elections to the Secretary General PPA Centre every two years at least before the Executive Committee Meeting to be held before the inauguration of the Biennial Conference.
- 18.8. Committees and Groups shall have clear criteria of eligibility for their membership and no member who fulfils the criteria and completes the requirements of the respective body shall be denied membership.
- 18.9. Branches, Committees and Groups must send lists of their members in good standing to the Secretary General PPA Centre by 31st December each year.
- 18.10. If a Committee or a Group wants to hold a major activity with an organization outside PPA, they must do it with information and concurrence of the Executive Committee of PPA Centre, or if activity is limited to branch or local level, then of the Executive Committee of the respective Branch, in any case the respective Executive Committee of PPA Centre or PPA branch shall be associated with such activity.
- 18.11. Meetings of the Specialty Groups/Committees may be called by the Convener/ Secretary or Chairperson of the respective Group/Committee or may be requisitioned by at least 20% of the members of that Group / Committee, as per record of Secretary General PPA centre, signing together and sending the requisition to the Convenor/Secretary/Chairman, who must issue the notice of the requisitioned meeting to be held no later than 1 month from the date of post mark if requisition was posted or the date on which it was received by the Courier or received by respective office bearer if by hand. If the meeting is not called by such office bearer within one month, then those who requisitioned may hold the meeting themselves at a convenient time, date and

venue provided that its notice has been posted 'under postal certificate', by registered post or by courier at least 02 weeks in advance to all group / Committee members.

- 18.12. The Organizing Committee of each Biennial Conference shall provide a time slot of 90 minutes and a place to hold its Biennial Meeting to every Group/Committee on the evening before inauguration on the same day when the Executive Committee Meeting of PPA Centre is held. This meeting shall transact whatever business the Group/Committee has decided and if not already done, it must hold its biennial elections during this meeting.
- 18.13. If there is any dispute in a Group/Committee which it has not been able to resolve within itself, it should be referred to the Executive Committee of PPA Centre whose decision in the matter shall be final and binding on the Group/Committee.
- 18.14. The letter heads of the Groups/Committees/Chapters shall be approved by the Executive Committee of PPA Centre / or of the Branch (in case of Chapter) before they are put to use and generally shall have standard approved format.
- 18.15. Publication Division: The Publication Division of PPA shall be at Lahore. The Division shall be responsible for the official publications of PPA. However the quarterly official News letter of PPA " Pakistan Pediatric News" and the "Directory of Members" of the Association as per Register of Members maintained by the Secretary General of PPA Centre, shall continue to be published by the Secretary General of PPA Centre from the PPA's registered office at Karachi.
- 18.16. Research Division: The Research Division of PPA shall be located at Peshawar. It shall formulate proposals and coordinate and implement research at the national level. The research Division shall be donated 10% of the savings of all the National and Biennial conferences of PPA for this purpose. The PPA NWFP branch shall frame proposed bye laws for the functioning and administration of the research division, its income and expenses accounts and auditing etc and present them for approval by the Executive Committee of PPA Centre and once approved, they shall come into force immediately.
- 18.17. The Head Office and posts of Secretary General and Treasurer: The registered Head Office of the Association shall be located in Karachi and the office bearers for the posts of Secretary General and Treasurer shall always be from Karachi.

#### **19. OFFICE BEARERS AND MEMBERS OF THE EXECUTIVE COMMITTEE OF PPA CENTRE**

Only the Life members and ordinary members of good standing, as per record of the Secretary General of PPA Centre, may become office bearers and members of the Executive Committee of PPA Centre. There shall be the following office bearers of the Association and members of its Executive Committee: -

President	1
President elect	1
Vice Presidents	5
One each from each branch.	
Secretary General	1

Treasurer	1
Members	24

4 from each PPA branch of N.W.F.P., Baluchistan and Federal and six each from Punjab and Sindh branches and the chairman of the Editorial Board of the Journal and publication committee.

Ex-officio Members:

Immediate Past President

All past Presidents of PPA Centre

Immediate Past Secretary General

Presidents of 5 Branches.

The Ex officio members shall have the same rights as the members of the Executive Committee including the right to vote.

Co-opted Members:

The General Secretary of the PPA branch in the area of whom the meeting of the Executive Committee of PPA Centre is being held, shall be a Co opted member for that meeting. In addition the President may Co opt 2 members only for specific agenda item, to attend any meeting of the Executive Committee only to participate for that agenda item. They shall not have the right to vote .

**20. OFFICE BEARERS OF PPA BRANCHES AND MEMBERS OF THE EXECUTIVE COMMITTEE OF PPA BRANCHES**

President	1
Vice President	1
General Secretary	1
Joint Secretary	1
Treasure	1
Members of Exec. Committec	10

However the Biennial General Body Meeting of a PPA branch may change the number of vice presidents or number of members of the Executive Committee for its branch or may create any other post of the respective branch.

**21. PROCEDURE OF ELECTION OF OFFICE BEARERS OF EXECUTIVE COMMITTEE OF PPA (CENTRE)**

The office bearers of the Executive Committee of PPA (Centre) will be elected by the Biennial General Body meeting of PPA Centre every two years at the time of the Biennial Conference as follows: -.

21.1. **President Elect:** Will be elected by rotation every 2 years from the 5 branches i.e. Sindh, Punjab, Federal Branch, NWFP and Baluchistan. The

President Elect will be elected from the province where the next Biennial conference is due. If there are more than one candidates for the post from that province, then the election shall be held in the Biennial General Body Meeting of PPA Centre.

- 21.2. **President:** The President Elect, elected in the Biennial Conference two years previously, shall be sworn in as President in the inauguration Ceremony of the Biennial Conference held 2 years after his election as President Elect but shall take charge of office after the new elections have been held in the Biennial General Body Meeting held during the same Conference.
- 21.3. **Vice Presidents:** The Biennial General Body Meeting of each branch shall elect one Vice President PPA Centre each to represent it in PPA Centre and forward his / her name to the Secretary General of PPA Centre who shall submit his / her name to the Biennial General Body Meeting who shall declare him / her elected.
- 21.4. **Secretary General:** Will always be from Karachi. but if there are more than one candidates from Karachi for this post, then the elections shall be held in the Biennial General Body Meeting of PPA Centre.
- 21.5. **The Treasurer:** The Treasurer shall always be from Karachi but if there are more than one candidates for this post, then the elections shall be held in the Biennial General Body Meeting of PPA Centre.
- 21.6. **Members of the Executive Committee of PPA Centre:** The number of members of the Executive Committee of PPA Centre allocated to each PPA Branch, shall be elected in the Biennial General Body Meeting of that Branch before the Biennial General Body Meeting of PPA Centre.
- 21.7. No office bearer shall hold the same post consecutively for more than 2 terms i.e. more than 4 years.
- 21.8. For the posts to be elected in the Biennial General Body Meeting of PPA Centre (i.e. President Elect, Secretary General and Treasurer) the nomination forms of the candidates, duly proposed and seconded, shall be sent to the Secretary General PPA Centre by the date specified in the notice of the elections.
- 21.9. For the posts of Vice Presidents of PPA Centre and the posts of Members of the Executive Committee of PPA Centre, the nomination forms of candidates, duly proposed and seconded, shall be sent to the General Secretary of the respective branch by date specified by the General Secretary of that Branch., for elections to be held in the Biennial General Body Meeting of the respective PPA branch. The names of the candidates thus elected against the above posts shall be forwarded to the Secretary General of PPA Centre, who shall submit them to the Biennial General Body Meeting of PPA Centre to be adopted as elected by it and declared as such.
- 21.10. The Office bearers and members of the Executive Committee of PPA Centre, thus elected, shall enjoy such powers and privileges and perform such duties as shall be determined by the General Body of PPA Centre or as governed by Bye Laws.
- 21.11. The elected office bearers and members of the Executive committee shall hold the office for a term of 2 years but shall be eligible for re election provided that no office bearer shall hold office consecutively for more than 2 terms.



## **22. GENERAL PROCEDURE OF MEETINGS**

- 22.1. **Venue:** The meeting of the Executive Committee or special General Body shall be held at a convenient place, the time and place to be decided by the Secretary General in consultation with the President.
- 22.2. The Meetings of the Executive Committee of PPA Centre shall be hosted by the PPA Branch in the area of which it is being held with the coordination of the President and General Secretary of the respective Branch.
- 22.3. The Biennial General Body Meeting shall be held during the Biennial Conference and at the same venue."
- 22.4. All the meetings of the Association shall be called by the Secretary General in consultation with the President except in the circumstances described in sub-clauses 22.5 and 22.5.1.
- 22.5. A requisitioned meeting shall be called by the Secretary General on a written requisition received from 8 members of the Executive Committee for the Meeting of the Executive Committee of PPA Centre, or 20 ordinary and life members of the Association, for requisition of a General Body Meeting. Requisitionists shall state clear reasons to convene a meeting.
- 22.5.1. If the Secretary General fails to convene a meeting within 30 days of the receipt of the requisition, requisitionists may themselves convene a requisitioned meeting on such date and place as may be decided among themselves.
- 22.6. **Minutes:** The proceedings of the meetings, Executive Committee, Annual and Biennial General Body Meetings shall be recorded by the Secretary General, in the minutes book and the minutes shall be read and confirmed at the next meeting and only then signed by the President or the Chairman of the meeting.
- 22.7. The Chairman of the meeting may adjourn a meeting if deemed necessary if the majority of the members present are in favor of adjournment.
- 22.8. Every question or resolution before any meeting shall be decided by a simple majority of the votes cast at the meeting. In case of equality the person Presiding will have a second vote in addition to his own vote as a member.
- 22.9. **The Quorum**
- 22.9.1. No meeting shall be valid unless a quorum is present.
- 22.9.2. If within ½ an hour of the scheduled time the quorum is not complete then the meeting, if convened, on the requisition of the members, shall be dissolved but in any other case the president may adjourn the meeting and reconvene it at the same time and place and such meeting shall transact all the business for which the meeting was called.
- 22.9.3. No quorum is necessary for an adjourned meeting.
- 22.9.4. The quorum for various meetings is as under: -
- 22.9.4.1. For Biennial, Annual and Special (Extra Ordinary) General Body Meetings= one third of the members or 40 which ever is less.
- 22.9.4.2. Executive Committee meeting = 8 members.
- 22.10. **Notice**
- 22.10.1. Proper notice of the meeting with agenda should be given to the



persons entitled to receive it on their last addresses as per record of the Association, by registered post, or under postal certificate, or by Courier service, or by an employee of the Association, who should obtain signatures from the person entitled to receive it, or by publishing it in Pakistan Pediatric Journal if it is published and distributed as per period of notice. It shall be preferable, but not mandatory, to also send the same notice by e-mail as well. In case of any change of address or e-mail address it shall be the sole responsibility of the member to intimate the new address in writing to the Association.

**22.10.2. The Period of notice shall be as under**

i) Biennial General Body meeting:	One month
ii) Special (Extra Ordinary) General Body Meeting:	15 days
iii) Annual General Body Meeting	21 days
iv) Executive Committee Meeting	14 days
v) Special or Urgent Executive Committee Meeting	04 days

22.10.3. No notice is required if adjourned meeting is held within one week after the adjournment, when before adjournment the time, date and venue of the adjourned meeting to be held was announced.

22.10.4. The Accidental omission to give notice to a member, or non receipt of notice by any person entitled to it, when it had actually been posted, or sent by courier, shall not invalidate the proceedings of General Body or Executive Committee meetings.

22.10.5. A notice required to be served by the Association upon any PPA Branch will be served on the General Secretary or both the General Secretary and the President of that Branch.

22.10.6. Any notice or the copy of the Journal containing the same, if posted shall be deemed to have been served in due course and in proving such service, it shall be sufficient to prove that the letter or the copy of the journal containing the notice was properly addressed and sent by post, or by Courier service as per clause 22.10.1.

**23. VALIDITY OF THE PROCEEDINGS**

23.1. The proceedings of the General Body or of the Executive Committee of PPA Centre, or any committee or subcommittee or other body duly constituted or any of PPA branches, shall not be invalidated by any accidental omission to give any notice there by required or by absence of a member, or by any defect in the election or qualifications of any of their members.

23.2. Where by regulations or the bye laws an act or thing is required to be done by the Association, the same may be done by such officer or member of the Association as the Executive Committee PPA Centre may appoint for the purpose.

**24. CONFERENCES**

There shall be organized every two years Biennial International Pakistan Pediatric Conference and, in the alternate year the Annual National Conference, under the auspices of the Association. Such conferences shall be held in turn in each province of Pakistan or as decided by the Executive Committee of PPA (Centre).

**25. AFFILIATION**

- 25.1. In the furtherance of the aims and objects of the Association, the Association shall have the right to affiliate or be affiliated to any Foreign, International, or Regional Association, Society or Scientific organization either in Pakistan or abroad on terms mutually decided upon and approved by the Executive Committee of PPA Centre.
- 25.2. Members of the affiliated bodies shall be reciprocally entitled to such privileges as agreed upon.
- 25.3. The Association may terminate any such affiliation (after the notice on either side) by a resolution passed by the Executive Committee PPA Centre.

**26. CIRCULAR RESOLUTION OF THE EXECUTIVE COMMITTEE OF PPA CENTRE:**

If the President or the Executive Committee so direct, or if the Secretary General deems necessary in view of special circumstances, any business or call of business of the Executive Committee may be transacted by a Circular Resolution duly signed by a majority of the members of the Executive Committee.

**27. AMENDMENTS, AND ALTERATIONS TO THE MEMORANDUM AND ARTICLES OF THE ASSOCIATION AND THE BYE LAWS**

- 27.1.1. Proposals for changes in the Memorandum of the Association as and when necessary and changes in the Articles, shall be considered at a meeting of the Executive Committee of PPA Centre especially convened for the purpose.
- 27.1.2. The proposed alterations, if proposed by a member, in the constitution must reach the Secretary General PPA Centre at least 3 months before the date of the special meeting of the Executive Committee of PPA Centre and shall be circulated to all the PPA Branches for their opinion at least eight weeks before the date of the meeting and such opinion must reach Secretary General at least 3 weeks before the meeting. If the proposal has been received by every PPA Branch, but some Branch does not send any comments on it after consideration by its Executive Committee, then it will be deemed to mean that they have no objection. However if amendment/s are proposed by the President or the Secretary General, they do not need to submit it 3 months in advance but they shall be circulated to all the PPA Branches at least 8 weeks before the Executive Committee Meeting of PPA Centre in which they are proposed to be considered.
- 27.1.3. Actual words of the proposed amendment/s shall be included in the agenda of the meeting of the Executive Committee of PPA Centre or its Annual or Biennial meeting.
- 27.1.4 The Secretary General of PPA Centre shall circulate the proposed amendments to the Memorandum and / or Articles of the Association, as considered and passed by the Executive Committee of PPA Centre, along with the notice of the Biennial General Body Meeting to all life members and ordinary members of good standing.

27.1.5. The amendments shall be incorporated in the Constitution of the Association if passed by 2/3 rd majority of the attending life members and ordinary members of good standing by the Biennial General Body Meeting and shall be got registered with the authority with which the Association is registered, by the Secretary General of PPA Centre in due course.

27.2. Proposals for amending the bye laws: -

27.2.1. These shall be considered in a meeting of the Executive Committee of PPA Centre, or its Annual or Biennial meeting, the agenda of which must have notified the proposed amendments to Bye Laws.

27.2.2. The proposed amendments with exact wording must reach the Secretary General (Centre) at least 3 months before the Executive Committee Meeting in which they are to be considered.

27.2.3. They shall be circulated to all the PPA branches two months before the meeting for opinion and such opinion should reach the secretary General 5 weeks before the meeting of the Executive Committee (Centre).

27.2.4. They shall be considered and if adopted, as such or with amendments, by the Executive Committee by two third majority of the Executive Committee of PPA Centre members present in the meeting, they shall come into force immediately.

## **28. TERMS OF OFFICE**

28.1. The members of the Executive Committee (Centre) shall be elected at the Biennial General Body meeting and shall hold office for a period of two years or until such time their successors are elected but shall be eligible for re election provided that no office bearer shall hold the same post for more than 2 terms consecutively.

28.2. No person shall be eligible for election as office bearer unless he is a life members or an ordinary member of good standing of the Association.

28.3. Non attendance in 3 consecutive meetings of the Executive Committee without showing any reasonable cause, shall disqualify the member from the membership of the Committee.

## **29. RESIGNATION OF OFFICE BEARERS**

29.1. Any office bearer or member of the Executive Committee of PPA Centre may resign his office by giving a notice in writing to the President or the Secretary General. Such notice shall be put up before the Executive Committee and the resignation shall become effective from the date of its acceptance by the Executive Committee.

29.2. If an office bearer or a member of the Executive Committee of PPA Centre ceases to be an ordinary member of good standing he will be deemed to have vacated his office.

## **30. VACANCIES TO THE EXECUTIVE COMMITTEE**

30.1. In the event of the office of the President falling vacant at any time due to any cause the Executive Committee shall elect as President the Vice President

of PPA Centre who was elected from the same branch as the President whose office has fallen vacant, in his place, and he shall perform duties as such till the next Biennial elections.

- 30.2. In the event of any other post of an office bearer falling vacant, except the post of President Elect, the Executive Committee (Centre) shall ask the Executive Committee of the respective PPA Branch to propose an alternative name to fill in the vacancy who will be duly accepted as elected for that post by the Executive Committee of PPA Centre, however in the event of the post of the President Elect falling vacant, if there is only one candidate from the concerned Branch whose allocated post it was, and who is duly elected by the Executive Committee and the General Body of that concerned branch, then he shall be accepted as elected as President Elect by the Executive Committee of PPA Centre, but if there are two or more than two candidates from the concerned branch who wish to contest for the post which has fallen vacant, then the post shall remain vacant till the next Biennial General Body Meeting when the elections for both the posts of the President and the President Elect shall be held. of PPA Centre and elections. For the post of President, only the candidates from the PPA Branch whose post of President Elect remained vacant shall have the right to contest, while for President Elect, the candidates from the PPA Branch in which next Biennial Conference is scheduled to be held, shall have the right to contest.

### **31. DUTIES OF THE OFFICE BEARERS**

#### **31.1. President.**

- 31.1.1. Shall Preside at all the meetings and shall be chairman of the General Body and Executive Committee meeting and other Committees of which he may be a member.
- 31.1.2. Shall guide and control activities of the Association, regulate the proceedings of the meetings and conferences, interpret the Articles and Bye laws and give his decision on doubtful points.

#### **31.2. Vice Presidents**

The senior most vice President by virtue of his date of membership of the Association, shall deputise the president in his absence.

#### **31.3. Chairman of the Meetings of the Executive Committee and General Body of PPA Centre.**

Normally the President of the Association shall chair these meetings but in the Absence of the President the senior most Vice President by virtue of his date of membership of the Association shall chair these meetings. If even he is absent, then the meeting may elect any member of the Executive to the chair. He will be the Chairman of the Meeting and shall conduct the meeting and shall sign the minutes of that meeting after they are approved in the next meeting of that body.

#### **31.4. Secretary General**

- 31.4.1. Secretary General shall be incharge of the office and day to day administration of the Association. He shall conduct correspondence on behalf of the Association, organize the Association and its activities in general, prepare agenda of the meetings, organize, arrange and convene meetings, or its committees and subcommittees and keep

minutes of the proceedings of all the meetings.

31.4.2. Shall be responsible to receive from the Branches, Specialty Groups and Committees the following returns:-

31.4.2.1. List of members on the register as on 31st December every year and of office bearers and Executive Committee Members of PPA Branches and Groups and Committees.

31.4.2.2. List of new members and list of defaulters, those who have resigned, expelled or have left the Association without intimation.

31.4.2.3. Shall appoint and dismiss employees and office staff subject to approval of the Executive Committee.

31.4.3. Shall maintain the following registers:-

31.4.3.1. Membership register of the Association.

31.4.3.2. Registers of Specialty Committees and Groups of the Association.

31.4.3.3. Minutes books of General Body and Executive Committee meetings and other necessary record.

31.4.3.4. Prepare the Annual and Biennial reports and present them in the respective Executive Committee and General Body Meetings and Conferences.

31.4.3.5. Carry out the resolutions and decisions of the Executive Committee as contained in its minutes.

31.4.3.6. Do all such duties as are incidental to the office and not listed here or assigned by the Executive Committee from time to time.

**31.5. Treasurer**

31.5.1. Shall be in charge of the funds of the Association which shall be regularly deposited in the bank account and bank branch under the title of "Pakistan Pediatric Association (Centre)" which was approved by the Executive Committee of PPA Centre by a resolution passed in its meeting

31.5.2. Shall be responsible for maintaining regular accounts of the Association and keeping the various account books up to date and getting them audited by the Chartered Accountants appointed for the audit by the General Body Meeting of the Association.

31.5.3. Shall Collect all subscription from Branches and send notice to defaulter Branches.

31.5.4. Make payments and maintain proper vouchers of the expenses of the Association which are approved by the Committee.

31.5.5. Travel Expenses for the President and Secretary General:

31.5.5.1. The Treasurer shall pay travel expenses to President and Secretary General to attend Executive Committee Meetings, and for the night accommodation if it was absolutely necessary in the city where the meeting of Executive Committee of PPA Centre was held and same day return was not possible or if sent by PPA Centre for special

assignment along with financial approval.

31.5.5.2. In the Annual and Biennial Conferences and in the National and International Conferences organized by Committees and Groups, the Organizing Committees of these conferences shall provide as part of the expenses of the conference, accommodation to the President and the Secretary General of PPA Centre on the venue so that they may be able to conduct the various official meetings of the PPA Centre, present reports and fulfill their responsibilities in various functions, help in organizing and represent the Executive Committee of PPA Centre.

## **32. FUNDS**

All the funds of the Association, whatever their sources, shall be deposited only in the bank, branch and account of the Association to be decided by the Executive Committee of PPA Centre by a resolution passed in its meeting. No account or subsidiary, linked or temporary account in the name of Pakistan Pediatric Association, or PPA or account of an Annual or Biennial , National or International Conference of PPA should be opened except by a resolution passed by the Executive Committee of PPA Centre, or in the case of an account of a PPA branch or of a Chapter or a Conference of a PPA Branch , by a resolution passed by the Executive Committee of the respective PPA branch. Only such persons as authorized by the Constitution of the Association or authorized by the resolution of the Executive Committee of PPA Centre, or in the case of a Branch or Chapter activity, by the resolution of the Executive Committee of the respective branch, shall have the authority to operate the account.

32.1. The following shall be the sources of funds of the Association;-

32.1.1. Its 40% share of Subscription of membership from Branches.

32.1.2. 50% share from the savings of Annual or Biennial, National or International Conferences shall be the share of PPA Centre.

32.1.3. 50 % of the share from the savings of the National and International Conferences/Seminars( as defined in clause 1 of the Articles) organized by the Committees and Groups of PPA Centre in collaboration with PPA Centre only.

32.1.4. If a Committee or a Group of PPA Centre organizes a National or International Conference/Seminar (as defined in Clause 1 of the Articles) mainly in collaboration with a branch of PPA with the support/participation of PPA Centre, in a city located in the area of that branch, then the Committee or the Group shall have 50% share, the respective PPA branch shall have 25% share and PPA centre shall have 25% share.

32.1.5. Any donations by international, multinational, national bodies, companies, organizations or individuals.

32.1.6. Any grant from Government, semi government body, municipal authority or Local government.

32.1.7. Any legacies left behind by those who wish to benefit the Association.

32.1.8. Income derived from any other source.

- 32.2. **Expenditure from the funds of the Association:** Any expenditure from the funds of the Association, from whatever source derived, and any withdrawals from the account/s shall only be by the authority of the Executive Committee of PPA Centre and only by those authorized by the Executive Committee of PPA Centre, however the Secretary General shall be allowed an imprest money of up to Rs.20,000/- (or as resolved by the Executive Committee of PPA Centre from time to time) to be kept with him for day to day expenses. Upon submitting proper vouchers/cash memos to the treasurer for the amount spent out of the imprest money or for additional expenses actually incurred for performance of the duties of the Secretary General. The Executive Committee shall also have the right to authorize some money from its budget to be kept with the President, but he cannot open any bank account in the name of PPA.
- 32.3. **Authorized signatories:** The following shall be authorized to operate the account/s and sign cheques for withdrawal of money from the account/s of the Association:-
- 32.3.1. Any two of the following signing jointly
- a. The President
  - b. The Secretary General
  - c. The Treasurer
- 32.3.2. After the Biennial Elections, the new office bearers authorized to sign the cheques and operate the account/s shall normally be introduced to the bank by the outgoing office bearers who were the previous authorized signatories, however in case of any dispute, a fresh resolution of the Executive Committee of PPA Centre duly passed in its meeting and signed by the President, the Secretary General and the Treasurer shall be submitted to the Bank and shall be binding on the bank.
- 32.4. Payments for amounts exceeding Rs.25,000/- should preferably be made by crossed cheques.
- 32.5. **Accounts:**
- True and detailed accounts shall be kept of all the receipts and expenses from the funds of the Association as well as those of the savings, credits and liabilities of the Association and of the income and expenses of the Biennial Conferences and Annual Conferences of PPA Centre, and any International or National Conferences organized by PPA Centre, or a PPA branch or a Committee or Group of PPA and the same shall be open to the inspection of the members any time when such inspection is demanded.
- 32.5.1. **Audit of accounts.**
- Every year before the time of the General Body Meeting, whether Biennial or Annual, of the Association, the treasurer shall get the accounts of the Association audited by chartered accountants elected for the purpose by the Association and shall present the audited accounts of PPA Centre as certified by the auditors in the Annual and Biennial Meetings of the Executive Committee and General Body of PPA Centre.



**32.6. Accounts of PPA branches:**

The account/s of a PPA branch shall only be opened in a bank and branch of the bank, and operated by the office bearers as authorized by a resolution of the Executive Committee of the respective branch.

32.6.1. The following shall be authorized to operate the account/s:-

Any two of the following 3 signing jointly:-

- a) The President.
- b) The General Secretary.
- c) The Treasurer.

32.6.2. For subsequent terms, the outgoing office bearers shall introduce the new office bearers to the bank, however in case of any dispute, a fresh resolution passed in a meeting of the Executive Committee of the respective PPA branch, duly signed by the President, General Secretary and the Treasurer of that branch, shall be submitted to the Bank and shall be binding on the bank.

32.6.3 In case of any dispute about/ among the office bearers which can not be resolved by the Executive Committee and the General Body of the respective branch, the decision of the Executive Committee of PPA Centre or a sub committee appointed by it for the purpose, shall be final and accordingly a resolution passed by the Executive Committee of PPA Centre shall be binding for the PPA Branch and the Bank.

32.6.4 The Treasurer of the branch shall get the accounts audited by a chartered accountant after 31st December each year, present the auditor's report and the audited accounts in the Biennial or Annual General Body and Executive Committee meetings of the respective Branch and send its copies along with the bank statement for the year to the Secretary General and Treasurer of PPA Centre before 31st July each year to be incorporated/ annexed to the annual accounts of PPA Centre required to be submitted along with the annual income tax return of the Association.

**32.7 Accounts of Chapters:**

The Accounts of the Chapters may only be opened after approval of the formation of the Chapter by the Executive Committee of the respective PPA branch. The respective Executive Committee of PPA Branch shall also pass a resolution authorizing the opening of the account with the title of the Chapter and PPA branch (e.g. Sialkot Chapter of PPA Punjab) along with the names of the authorized persons to open and operate the account.

32.7.1 The following shall be authorized to operate the account of the Chapters by any two of the three signing jointly:-

- a) The Chairman
- b) The Convener
- c) The Treasurer (or Finance Secretary)

32.7.2 For subsequent terms of office, newly elected office bearers shall operate in the same way having been introduced by the outgoing office bearers. In case of any dispute, the decision of the Executive Committee of the respective PPA branch shall be final and a



resolution passed in its meeting and duly signed by the PPA Branch President, General Secretary and Finance Secretary / Treasurer shall be binding on the Chapter and the Bank.

32.7.3 The treasurer of the chapter shall send a report of the accounts for the year ending on 31st December each year within one month to the General Secretary of the respective branch along with a copy of the bank statement.

32.8 **Accounts of Committees and Groups:** The account of a Committee or a Group, the formation of which has been approved by the Executive Committee and General Body of PPA Centre, shall initially be opened by a resolution of the Executive Committee of PPA Centre, authorizing the bank and its branch, , in which the account shall be opened specifying the title of the account including the name of the Committee/Group and PPA e.g. "Neonatology Group, PPA Centre" as per wishes of the elected office bearers of the respective Committee/Group.

32.8.1 The accounts of any branches of the Committee/Group which are formed in any of the PPA branches shall similarly be opened by similar resolution of the Executive Committee of respective PPA branch including in the title the name of the Committee and branch e.g. "Neonatology Group-PPA Sindh branch".

32.8.2 The treasurer of the Committee/Group shall get prepared the statement of accounts for each year ending on 31st December within the next one month and send a copy of it along with the bank statement of the account to the Treasurer and the Secretary General before 31st January of the following year to be incorporated/annexed to the annual accounts.

32.8.3 Similarly the Treasurer of each branch of a Committee/Group corresponding to a PPA branch shall submit the accounts to the General Secretary and Treasurer of the respective PPA branch and the Treasurer / Convener of the respective Committee / Group by 31st January each year.

32.9 **Accounts of Biennial and Annual Conferences:**

The account/s of the Biennial Conferences of PPA Centre shall be opened by a resolution passed by the Executive Committee of the PPA branch in the area of which the conference is being held, specifying the bank and the branch and the title of the account and the authorized persons to operate the account.

32.9.1. Any two of the following signing jointly shall be authorized to operate the account/s of the Biennial Conference:-

- a. The Chairman of Organizing Committee.
- b. The Finance Secretary/Treasurer of the Conference.
- c. The Secretary of Organizing Committee.

At least one of the above 3 authorized signatories shall be one of the main office bearers (i.e. President, General Secretary or Treasurer / Finance Secretary) of the respective PPA Branch.

32.9.2 In the case of the Annual Conference, if not being held in the Administrative capital of a PPA branch, then the Executive Committee of the Respective branch shall decide by passing a resolution in its

meeting as to the bank/s and branch/s in which the account/s shall be opened, and the persons authorized to operate the account/s and sign cheques, preferably one or more of the authorized signatories should be the main office bearers (President, General Secretary and/or Treasurer) of the respective PPA Branch.

32.9.3. The accounts of Biennial and Annual Conferences of PPA shall be got audited by the Organizing Committee and the Executive Committees of respective branches as soon as possible after the conclusion of the Conference but no later than within 6 months and one copy each shall be sent to the Secretary General and the Treasurer of PPA Centre.

**32.10. Accounts of National and International Conferences / Seminars:**

32.10.1. a. For any national or international conferences, the authorized signatories shall be same as described in Articles clause no. 32.9.1.

b. The accounts shall be got audited by the regular auditors of PPA Centre.

32.10.2. If a National or International Conference is being organized by a Committee/Group or its branch in collaboration with a PPA branch, then the account of the conference shall preferably be opened in the same bank and branch as that of the respective PPA Branch. However if already the Committee / Group has its account previously authorized by PPA Centre, then the conference account may also be opened in that bank and branch by a resolution of PPA Centre.

It shall be operated jointly by any three of the following signing jointly: -

a. Any Two of the office bearers/organizers authorized by the respective Committee/Group or its branch which is organizing the conference.

b. Any one of: The President, the General Secretary and the Treasurer of the respective Branch of PPA.

c. The accounts shall be audited by the regular auditors of the respective PPA branch.

32.10.3. **Projects and their accounts:** Any project undertaken which involves transfer of funds from any source to the account opened or operating in the name of the Association or expenditure from the Association's account, may only be undertaken by the permission of the Executive Committee of PPA Centre in the form of a resolution passed by it. In the case of the Executive Committee of PPA Centre authorizing one of its branches, the Executive Committee of the respective branch shall be fully responsible for and authorized to carry out such project. In case of a Chapter wishing to undertake such a project for its local level, it shall obtain the authority of the Executive Committee of the respective branch.

32.10.3.1. The account of the Project shall be opened in a bank and branch to be authorized by the Executive Committee of PPA Centre by resolution in case of PPA Centre undertaking the Project and in case of a Branch of PPA having been authorized or a Chapter having been authorized, Executive

Committee of the respective branch shall pass the resolution specifying the bank and branch in which the account shall be opened.

32.10.3.2. Such resolutions shall also specify the members of PPA who are authorized to operate the account.

32.10.3.3. Correct and detailed accounts of all projects shall be kept and presented regularly at the meetings of the Executive Committee of PPA Centre or Executive Committee of the respective branch, in which case the branch shall submit a copy of the accounts to PPA Centre. In all cases, the accounts shall be got audited. At the end of the projects, the audited accounts, along with all relevant vouchers, cash memos etc, or copies thereof shall be submitted to the Secretary General of PPA Centre.

32.10.3.4. Executive Committee of PPA Centre has the right to get the accounts audited by its own auditors if it so wishes.

### **33. BIENNIAL GENERAL BODY MEETING**

Biennial General Body meeting shall be held coinciding with the Biennial Conference, time and date to be decided by the Executive Committee of PPA Centre. It will consider and adopt the following items: -

- 33.1. To read and confirm the minutes of the last Biennial General body meeting.
- 33.2. To adopt the report of the Association for the previous 2 years.
- 33.3. To adopt audited accounts for past 2 years and pass budget for the following 2 years.
- 33.4. To elect office bearers and the members of the Executive Committee for the ensuing 2 years.
- 33.5. To consider resolutions if any put up by the Executive Committee.
- 33.6. To appoint an auditor for ensuing 2 years and decide his remuneration if necessary.
- 33.7. To appoint honorary legal advisor.
- 33.8. Any other business with the permission of the chair.
- 33.9. Address of outgoing president.
- 33.10. Address of the new president.

### **34. DECISIONS**

Decisions at the General Body and the Executive Committee meetings shall normally be taken by a show of hands and the declaration of Chairman that a particular resolution is carried or lost shall be final, however a secret ballot may be conducted if decided by the Executive Committee or demanded by a majority of the members present.

**35. REFERENDUM**

If 1/3 of the members of the Association request within one month of the meeting that a decision of the meeting of the General Body which was carried by a simple majority and less than 2/3 of the members of the General Body present, shall be submitted to a referendum of all the members, the Executive Committee shall take steps to obtain by correspondence the vote of every members of the Association on this decision.

**36. AMENDMENT TO ARTICLES AND BYE-LAWS**

36. 1. The Association has the power to amend, alter, modify or repeal any of the articles and Bye laws provided that such change in the constitution has no direct or indirect effect of subverting any one or more of the aims and objects of the Association.

36.2. Proposal/s for amendment to the Memorandum and Articles and Bye-laws of the Association, with proper reference to page number, article number or bye law number shall be submitted and considered and approved by the Executive Committee and General Body of PPA Centre as laid down in clause 27 of the Articles of the Association.

**37. RESOLUTIONS**

All the resolutions, which do not entail amendments to the Articles and Memorandum or Bye Laws of the Association, to be presented at annual or Biennial General Body meeting be properly typed and forwarded and seconded by Life members or the ordinary members of good standing, and preferably routed through the respective Branch, should reach Secretary General one week before the General Body meeting.

**38. ASSOCIATION YEAR**

The Association year shall be from 1st January to 31st December, each year.

**39. FINANCIAL YEAR**

The financial year shall be from 1st January to 31st December.

**40. REIMBURSEMENT OF TRAVELLING ALLOWANCES**

When the President and the Secretary General attend the Executive Committee Meeting or travel for any special assignment, traveling expenses, if any, incurred shall be reimbursed by the Association. If overnight stay is unavoidable, it shall also be reimbursed by the Treasurer of PPA Centre except accommodation for the Annual and Biennial Conferences, which shall be provided by the organizing committee of the Conferences. The Treasurer shall be reimbursed travelling expenses for attending the Executive Committee Meetings on the occasions of Annual and Biennial Conferences so that he/she may present audited accounts "

## **1. DISCIPLINE AND ARBITRATION CLAUSE**

In case of any violation of the constitution by any member or office bearer, or alleged unconstitutional acts or unconstitutional fund transfers, or acts committed which damage the reputation or honour of the Association in any way, the Executive Committee of PPA Centre has full authority to take any disciplinary action including termination of membership or ordering an office bearer to resign. In matters where there is a dispute at any level, whether PPA Centre, or a PPA branch or Chapter, which could not be resolved by the respective branch or an overseas chapter, the Executive Committee of PPA Centre, by 2/3rd majority, has the authority to arbitrate and decide between the parties giving them full opportunity to explain their position and such decision shall be binding and final and not challengeable in the Court of Law . On any matter in which the Executive Committee of PPA Centre so wishes or if it fails to decide the matter by 2/3rd majority, it may appoint a sub committee of senior most members, nominated from each branch by its representatives in the PPA Centre if the matter pertains to whole of PPA, however if it is a matter in which a PPA Branch has requested resolution of its internal dispute, the sub committee shall not have members from that branch of the Association. Such sub committee shall have full authority to decide or arbitrate on the matter. The decision of such subcommittee shall be final and binding on all members and office bearers whatsoever. If any member/office bearer refuses or fails to abide by the decision or files a court case against the Association in spite of the decision having been given by such subcommittee of senior most members, his/her membership of the Association shall stand terminated.

## **BYE LAWS**

### **1. TRANSFER OF MEMBERSHIP**

- a. If a Branch Member leaves the area of his Branch and goes to another Branch, He must clear all the dues of the previous Branch and the full subscription for the current year and obtain a certificate of payment from the Branch and this certificate will entitle him to the membership of the new Branch with further payment for the remaining year and the share from subscription of that member for the previous years shall be paid by the previous Branch.
- b. On no account the new Branch shall accept the intimation of Transfer from any Member unless a clearance Certificate is produced showing all the dues there to have been paid.
- c. The fact of transfer shall be notified by the Branch to each other and to the Central Executive Committee and Managing Editor of the Journal.

### **2. FORMATION OF LOCAL CHAPTERS OF PPA BRANCHES**

- 2.1. The formation of Chapters shall be as laid down in Articles Clause 4.1.
- 2.2. Each branch shall submit to the PPA Centre and Pakistan Pediatric Journal office a yearly return of the members on their roll including new members and the names of those who have left along with a report of the activities of the branch..
- 2.3. Local Chapters recognized by the Executive Committee of the respective PPA Branch and duly intimated to the Executive Committee of PPA(Centre) shall become constituent members of such a Provincial Branch.

**3. EXECUTIVE COMMITTEE (CENTRE)**

- 3.1. The Executive Committee (Centre) is a continuing Body.
- 3.2. Assuming of the office of the President by the President Elect. The President elect shall be installed as President i.e. conferred the office of the President on the first day during the inauguration ceremony of the Biennial Pediatric Conference held 2 years after his election as President Elect but start his official duties after the Biennial General Body Meeting and elections to be held during the same Biennial Conference.
- 3.3. Ordinarily Executive Committee shall meet at least twice a year at a convenient place, date and time to be decided by the Secretary General in Consultation with President.
- 3.4. The meetings of the Executive Committee (Centre) shall be held before the inauguration of the Annual and the Biennial Conferences and shall finish its transactions by the end of the Conferences, in addition to other meetings during its tenure.
- 3.5. At least two weeks notice of the meeting shall be given to all members, stating the place, date and time of the meeting and the agenda of the business to be transacted thereat.
- 3.6. In emergencies shorter notice shall be allowed at the discretion of the Secretary General in consultation with the president but in no case it shall be less than 4 days.

**4. MEETINGS OF EXECUTIVE COMMITTEE OF PPA CENTRE**

As per clause 22 of the Articles.

**5. NOTICE FOR THE MEETING OF EXECUTIVE COMMITTEE OF PPA CENTRE**

As per clause 22 of the Articles.

**6. QUORUM:**

As per clause 22.9. of the Articles.

**7. BUSINESS OF THE BIENNIAL EXECUTIVE COMMITTEE (CENTRE) MEETING**

A meeting of the Executive Committee (Centre) shall immediately precede the Biennial Conference and will transact the following business.

- a. Recitation from Holy Quran.
- b. Minutes of the last Meeting.
- c. Adoption of the following reports of the activities of the Association for the previous two years.
  - i. Secretary General's Report.
  - ii. Report of the Pakistan Pediatric Journal Committee.
- d. Adoption of the audited accounts.
- e. Appointment of Auditors for the next two years, who must be Chartered Accountants.
- f. Consideration of any proposals / amendments to Articles and Memorandum to be placed before the General Body.

- g. Decision about the next Biennial and Annual Conference and the General Body meeting.
- h. Decision about the next Biennial and Annual Conference and the General Body meeting.
- i. Resolutions, not proposing any amendments to the Articles and Memorandum and Bye Laws, sponsored by the individual members and the Branches shall reach the Secretary General at least a month before this meeting.
- j. Individual members or PPA Branches have the right to send any resolution, not proposing any amendments to the Articles and Memorandum and the Bye Laws, directly to the Secretary General of the Association (Centre) provided a copy is submitted to the PPA Branch to which the member belongs.

#### **8. PAKISTAN PEDIATRIC JOURNAL**

There shall be an Editorial Board for the Journal of the Association called Pakistan Pediatric Journal, abbreviated as PPJ. The composition of the Editorial Board shall be as following :-

Chief Editor 1 (from Lahore)

Managing Editor 1 (from Lahore)

Editors 8-10 suitable members representing all branches.

- (a) In case of the post of Chief Editor falling vacant due to any reason, a Chief Editor will be appointed by the General body at the time of Biennial Conference.
- (b) A local editorial board comprising of editors from all provincial branches shall be constituted.
- (c) A local editorial Executive Committee shall be constituted to advise and assist the Chief editor in selection of publication materials, procurement of funds, maintenance of the standards, and other matters relating to the journal.
- (d) The managing Editor shall endeavor to procure advertisements and donations for the journal and get its printing done.

#### **9. FUNDS OF THE JOURNAL**

All funds of the Journal shall be operated by the Chief Editor and the Managing Editor of the Pakistan Pediatric Journal. Audited accounts of the Journal shall be submitted to the Executive Committee (Centre) at the time of the Annual and Biennial Conference. Explanation: These will need to be included in the annual income tax returns of PPA Centre so that they get exemption from income tax.

#### **10. INCOME & FUNDS OF THE ASSOCIATION: AS PER CLAUSE 32.1.**

#### **11. EXPENDITURE**

In addition to the provisions of Articles Clause 32.2., the Executive Committee of PPA (Centre) shall out of the funds of the Association defray all ordinary expenses and shall pay rents, salaries, wages and other charges as may be necessary for carrying on the work of the Association. It shall further provide for the issue of the Journal and such other publications as may be authorised and spend money on scientific investigations, Conferences, Prizes, Scholarships and such other purposes as it may consider advisable for furtherance of the objects of the Association.



## **12. BIENNIAL PEDIATRIC CONFERENCE**

- a. There will be organized a Biennial Pediatric Conference on All Pakistan basis with special efforts to have participation from delegates from abroad as well, under the auspices of the Association at a suitable place and time to be decided by the Executive Committee (Centre). The Branches of the Association shall have the privilege of inviting for the Conference by rotation.
- b. The Conference shall be held in turn in the territory of each Branch as determined by the Executive Committee (Centre) and the General Body.
- c. Every Person including the delegates attending the Conference shall pay conference fee prescribed by the Organizing Committee in Consultation with the Executive Committee of PPA(Centre)

## **13. ANNUAL NATIONAL PEDIATRIC CONFERENCE**

This will be organized in the year following the year of the Biennial Conference at a suitable place and time to be decided by the Executive Committee (Centre) and the General Body at the time of the Biennial Conference. The Branches of the Association shall have the Privilege for inviting the Conference. The Venue of the Conference will be announced during the session of the Biennial Conference.

## **14. ORGANIZING COMMITTEE**

The Branch inviting the Conference shall form the Organizing Committee of the Conference and membership of the Committee shall be open to the following.

- a. All the members of the Branch which invites the Conference.
- b. All the members of the neighboring Branches who decide to cooperate.
- c. All the medical men and women with qualification registerable with PMDC residing in the town where the Conference is being held or in the neighborhood.
- d. Other citizens of the town where the Conference is being held.

## **15. DELEGATES TO THE GENERAL BODY MEETING DURING THE CONFERENCE.**

All life members and ordinary / associate members of good standing shall be delegates to General Body Meeting.

- a. All members of the Executive Committee (Centre).
- b. The Various Branches will send their delegates for the General Body meeting during the Conference and only the ordinary members in good standing and life members would have the right to vote. Their identification would be necessary at the time of voting.

## **16. DELEGATES FROM FOREIGN COUNTRIES**

Medical men invited from different Countries individually or as representatives of the pediatric societies and allied specialties attending the Conferences shall be the guest delegates. They will not have the right to vote.

## **17. PARTICIPANTS OF THE CONFERENCE**

Participation of the Conference shall be open to the following Categories.

- a. All the members of the reception Committee.
- b. All the delegates from the five PPA Branches and Azad Kashmir.



- c. All other members of the Association who pay the Prescribed Conference fee.
- d. Registered Practitioners and persons from other medical disciplines on payment of Conference fee.

**18. BOARDING AND LODGING ARRANGEMENTS**

The Organizing Committee shall make arrangements for the boarding and lodging of those attending the Conference on previous intimation and on payment for the same, when required, at the rates fixed by the by organizing committee. The expenses of the Conference shall be borne wholly by the Organizing Committee and the host Branch.

**19. BUSINESS AT THE CONFERENCES**

- a. Inaugural session
  - i. Address by Chairman Organizing Committee.
  - ii. Address by the President PPA.
  - iii. Report from the Secretary General
  - iv. Installation of the new President.
  - v. Address by the chief Guest.
  - vi. Vote of thanks.
- b. Scientific session and exhibition.
- c. General Body meeting.
- d. Election of office Bearers and members of the Executive Committee during Biennial General Body Meeting.
- e. The Secretary General of PPA (Centre) will make arrangements for the Executive Committee meeting and the General Body meeting at the place of the Conference. He will put up resolutions for Consideration and record the decisions.

**20. SPECIALTY GROUPS AND COMMITTEES**

- 20.1. A group of members interested in a particular sub specialty of Pediatrics or a subject/field concerned with the welfare of children, may give a written application to the Expert Committee of PPA Centre, to be allowed to form a Specialty Group or Committee , proposing its name, and duly signed by the founder members desirous of forming that Group/Committee. After approval of the Expert Committee, the Chairman of the Expert Committee shall forward the application to the Executive Committee of PPA Centre. After the approval of the Executive Committee and the General Body Meeting of PPA, such Group/Committee with the approved name , shall come into existence. The Committee/ Group shall elect a Chairman, a Convener and a Treasurer by election by its members after the initial approval of the Executive Committee of PPA Centre and thereafter every two years before the Biennial elections of the Association are held. In case the Committee/Group fails to hold its elections before the Biennial elections of PPA, the office bearers shall automatically cease to hold the office unless elections are held and results communicated to the Secretary General PPA Centre, within a grace period one month after the Biennial elections of PPA. The names of the office bearers shall be communicated in writing to the Secretary General of PPA Centre. If the names of the duly elected office bearers are not communicated even within this grace period, then the Group/Committee shall cease to exist. Only

members of the Association with subscription paid as per rules may become members of such Committee or Group. The Committee/Group may determine an annual subscription for its members which shall be separate from the subscription to be paid to PPA. There shall be no share of this separate Group/Committee subscription payable to PPA Centre or any PPA branch. However for the first time only, a token subscription of Rs.100/- per member of Group/Committee shall be paid to PPA Centre, through its Secretary General, who shall maintain a register of all the Groups/Committees of PPA, recording the names of its members and office bearers. Thereafter, this subscription shall be paid for one time only for each new member for his/her name to be included in the register..

- 20.2. The Committees/Groups already functioning before this sub clause is passed, will get regularized by merely submitting the names of their current members and office bearers to the Secretary General of PPA Centre, along with a token subscription of Rs.100/- per Group member. The Secretary General PPA Centre, shall maintain a register of the Groups/Committees recording the names of its members and office bearers. Every Group/Committee shall hold its elections for the office bearers before the next Biennial General Body Meeting and forward the names of the new office bearers to the Secretary General of PPA Centre. Each Committee/Group may have its branch in each branch of PPA and such branch may have its own corresponding office bearers duly elected by it. The names of the same shall be communicated to the Secretary General PPA Centre and the General Secretary of the respective branch.

## **21. RELATIONSHIP BETWEEN PPA CENTRE, BRANCHES, CHAPTERS, COMMITTEES AND GROUPS**

- 21.1. The Executive Committees of the PPA branches shall normally be autonomous in the running of the internal affairs of their branches. However the decisions of the Executive Committee of PPA Centre shall be binding on the Executive Committees of all branches.
- 21.2. Decisions of the Executive Committee of a PPA branch shall be binding on its Chapters who shall normally be autonomous in running their day to day affairs.
- 21.3. The Committees and Groups shall function under the overall supervision of the Executive Committee of PPA Centre although normally they shall work autonomously for running their internal affairs, but any decisions made by the Executive Committee of PPA Centre shall be binding on them.
- 21.4. The letter head of the Group/Committee/Chapters shall be on a format approved by the Executive Committee of PPA Centre / or of the Branch (in case of Chapter) before they are put to use and generally shall have standard approved format.
- 21.5. Only life members or Ordinary members of PPA may become members of its Specialty Groups/Committees. However they may also have Associate members or confer Honorary membership on any person but Associate members and Honorary members shall not have the right to vote or become office bearers.
- 21.6. Groups and Committees must submit the names of their members to the Secretary General of PPA Centre along with Rs.100/- per member enrolment

fee for one time only, after which their names shall be entered in the register of Committees and Groups. Thereafter they shall forward only the names of new members along with prescribed one time enrolment fee and the names of those who have resigned or whose names have been removed from their membership.

- 21.7. Committees and Groups must intimate the names of their elected office bearers after their internal elections to the Secretary General PPA Centre every two years at least before the Executive Committee Meeting to be held before the inauguration of the Biennial Conference.
- 21.8. Committees and Groups shall have clear criteria of eligibility for their membership and no member who fulfils the criteria and completes the requirements of the respective body shall be denied membership.
- 21.9. Branches, Committees and Groups must send lists of their members in good standing to the Secretary General PPA Centre by 31st December each year.
- 21.10. If a Committee or a Group wants to hold a major activity with an organization outside PPA, they must do it with information and concurrence of the Executive Committee of PPA Centre, or if activity is limited to branch or local level, then of the Executive Committee of the respective Branch.
- 21.11. Meetings of the Specialty Groups/Committees may be called by the Convenor/Secretary or Chairperson of the respective Group/Committee or may be requisitioned by at least 20% of the members of that Group / Committee, as per record of Secretary General PPA centre, signing together and sending the requisition to the Convenor/Secretary/Chairman, who must issue the notice of the requisitioned meeting to be held no later than 1 month from the date of post mark if requisition was posted or the date on which it was received by the Courier or received by respective office bearer if by hand. If the meeting is not called by such office bearer within 6 weeks, then those who requisitioned may hold the meeting themselves at a convenient time, date and venue provided that its notice has been posted 'under postal certificate', by registered post or by courier at least 02 weeks in advance to all group/Committee members.
- 21.12. The Organizing Committee of each Biennial Conference shall provide a time slot of 90 minutes and a place to hold its Biennial Meeting to every Group/Committee on the evening before inauguration on the same day when the Executive Committee Meeting of PPA Centre is held. This meeting shall transact whatever business the Group/Committee has decided and if not already done, it must hold its biennial elections during this meeting.
- 21.13. If there is any dispute in a Group/Committee which it has not been able to resolve within itself, it should be referred to the Executive Committee of PPA Centre whose decision in the matter shall be final and binding on the Group/Committee.
- 21.14. The letter heads of the Groups/Committees/Chapters shall be approved by the Executive Committee of PPA Centre / or of the Branch (in case of Chapter) before they are put to use and generally shall have standard approved format.

**Byelaws No.20 & 21 were passed by the Executive Committee of PPA Centre in its meeting held on 25th November 2007 at Karachi.**

## **22. PPA PRESIDENT OF PAKISTAN GOLD MEDAL**

- 22.1. Two Gold Medals shall be awarded to two Members of Pakistan Pediatrics Association at every biennial conference.
- 22.2. Two Nominations from each Provincial Branch for this award shall be sent to General Secretary PPA Centre by the Provincial's Branch's Secretaries;
- 22.3. Requests for names shall be circulated to the Provincial Secretaries by the Secretary General 3 months in advance, but even otherwise it will be the duty of the branch secretaries to send to General Secretary Centre.

### **22.4. Criteria of Eligibility.**

Criteria of eligibility are weightage

22.4.1. Seniority in PPA and Qualifications	=	20%
22.4.2. Publications	=	20%
22.4.3. Attendance in National and International	=	20%
22.4.4. Service to PPA	=	20%
22.4.5. Any other outstanding contribution (Weightage for each could be further subdivided)	=	20%

### **22.5. Circular for nominee members.**

Dear Member

You are requested to propose the name of any member of PPA whom you deem suitable and a deserving candidate for the award of gold medal to be given during Biennial Pediatric Conference. Following criteria will be in mind for the selection, Bio-data of the proposed candidates may please be enclosed.

- 22.5.1. Name
- 22.5.2. Address
- 22.5.3. Qualifications
- 22.5.4. Professional record (state present position and go back in time)
- 22.5.5. Service to the cause of PPA i.e. office bearer, organised functions / conference, seminars / conferences.
- 22.5.6. Services to the cause of children in general like establishment of institution, special units etc.
- 22.5.7. Conference (s) attended and papers presented.
- 22.5.7.1. National
- 22.5.7.2. International
- 22.5.8. Publications.
- 22.5.9. Contribution towards medical education and research.
- 22.5.10. Workshops, Courses and Child Health Activities.
- 22.5.11. Contribution / involvement in activities of the international agencies like UNICEF, WHO and others.
- 22.5.12. Any other important achievement, awards etc.

- 22.6. Final Selection of nominations received from all branches shall be determined according to the aforementioned grounds by all the Gold Medalists present on the Venue of Biennial Conference in a meeting to be conducted before inauguration ceremony. General Secretary is required to call a meeting of Gold

Medalists of PPA, and provide curriculum vitae received from branches for finalisation of two as "final award recipients" being the most suitable name, irrespective of provinces of residence. The proceedings of and decisions should be minuted and maintained as part of Association record.

### **23. ELECTION BYE LAWS**

- 23.1. The elections of the Association shall be held every two years during the Biennial Conference of PPA Centre, on the second day of the start of the conference i.e., on the day after the day on which workshops and PPA Executive Committee Centre meeting are held.
- 23.2. The office bearers of the Association and Members of the Executive Committee shall be elected for a term of 2 years as per clause 21 of the Articles of the Association.
  - 23.2.1. President Elect and President can each hold the office for only one term of 2 years.
  - 23.2.2. If there are more than one candidates for the post of President Elect from any branch, then in the first stage, the election shall be held in the Biennial General Body Meeting of that branch. Only those candidates who obtain at least 30% of the votes cast in that election can contest for the post of President Elect in the Biennial General Body Meeting of PPA.
- 23.3. At least 45 days before the date of the Biennial conference, a meeting of the Executive Committee of PPA Centre shall be held which shall decide the date time and venue of the Biennial General Body Meeting of the Association in which elections are to be held. The Executive Committee shall also appoint an 'Election Commission' with a Chief Election Commissioner and at least 5 election commissioners, none of them should be a candidate for any post in the elections. The Election Commission may co-opt any member/s for conduct of polling and counting etc. As the office of the Association and its Secretary General are in Karachi, the Chief Election Commissioner and at least 2 of the election commissioners shall be from Karachi, who shall together constitute the 'Nomination Forms Scrutiny Committee'.
- 23.4. The Secretary General of PPA Centre shall extend full secretarial support to the Election Commission and provide them the lists of ordinary members of good standing as per constitution and life members of the year preceding the forthcoming Biennial General Body Meeting and assist them with constitutional matters.
- 23.5. As per clause 21 of the Articles of the Association, the elections for the posts of the President elect, General Secretary and Treasurer shall be held in the Biennial General Body Meeting of PPA whereas those elected by PPA branches for the posts of Vice Presidents of PPA Centre and the Members of the Executive Committee of PPA (Centre), as allocated to various branches, shall also be adopted as elected by the Biennial General Body Meeting.
- 23.6. The Election Commission shall decide and announce: -
  - a) the last date for receiving nomination forms for the posts of President Elect, Secretary General and Treasurer.
  - b) the last date for filing of objections to nomination forms.
  - c) the last date by which the list of eligible candidates shall be pasted

- d) inside and outside the office of PPA and posted on the ppa-news site.
- d) the last date of withdrawal of nominations.
- e) the date by which the final list of contesting candidates after withdrawal of nominations, shall be pasted inside and outside of the office of PPA and posted on the ppa-news site.

**23.7. Duties and powers of the Election Commission:**

- 23.7.1. The Election Commission, under the guidance of the Chief Election Commissioner, shall ensure fair and free elections and ensure that the constitutional provision and requirements as contained in relevant clauses of the Articles of the Association and the Bye Laws are complied with fully.
- 23.7.2. It shall open the nomination forms and announce the list of candidates who have submitted nomination forms by the set date.
- 23.7.3. It should receive and consider any objections to the received nomination forms submitted in writing.
- 23.7.4. It shall scrutinize all received nomination forms in the light of the Constitution of the Association and considering any objections.
- 23.7.5. It shall ensure that the proposers, seconders and the candidates are all eligible ordinary members of good standing, or life members, who have not ceased to be members under the provisions of the Constitution and Bye Laws. It shall ensure that the nomination forms have been properly signed and correctly filled, stating clearly the post for which the nomination is filed, and consider the objections received, if any, in the light of the Constitution.
- 23.7.6. It shall announce the list of eligible candidates after scrutiny by "Nomination Forms Scrutiny Committee" of Election Commission by the set date.
- 23.7.7. It shall receive requests for withdrawal of nominations by candidates, considering them only if they are in writing and if submitted by the due date of withdrawal.
- 23.7.8. In considering whether an ordinary member is of good standing and whether a member is a life member, it shall consider only those who have paid their full dues of subscription upto date as per constitution as per lists provided by the Secretary General of PPA Centre. If any PPA branch fails to provide list of ordinary Members who have paid their subscription by the set date for the years preceding the Biennial Conference as per constitution, and the list of members who were, or have become, life members, on or before 31<sup>st</sup> December of the said preceding year or fails to pay the share of the PPA Centre of their subscription by 31<sup>st</sup> December of the year preceding elections, then only life members of that branch as listed on the last available valid list with the Secretary General of PPA Centre, or those life members whose names have been printed in the last printed Directory of Members of the Association shall be considered eligible by the "Scrutiny Committee" to contest elections, or propose or second candidates or vote.
- 23.7.9. It shall announce the final list of eligible candidates (after withdrawals)



- by the set date.
- 23.7.10. It shall get printed the ballot papers containing the names on the final list of eligible candidates as announced by it, not waiting for any subsequent withdrawals after due date of withdrawal and disregarding any unwritten withdrawals.
- 23.7.11. It shall instruct the Secretary / Chairman of the Organizing Committee of the Biennial Conference as to what physical arrangements shall be made at the venue of the elections, which the organizing Committee must ensure.
- 23.7.12. It shall arrange a fair, free and transparent polling, allowing polling agents of the candidates as observers.
- 23.7.13. It shall arrange for a fair, free and transparent counting of the ballot papers, in the presence of polling agents of the candidates.
- 23.7.14. The Chief Election Commissioner shall announce provisional results of counting of votes after the completion of counting which shall be signed by all election commissioners present in the counting.
- 23.7.15. It shall announce the final results of the elections in the Biennial General Body Meeting.
- 23.7.16. The Chief Election Commissioner, in the presence of other Election Commissioners present in the Biennial Conference, shall administer the Oath of the office to the incoming President and the incoming Secretary General.
- 23.8. Every Candidate shall be proposed by one life member or ordinary member of good standing, and seconded by one life member or ordinary member of good standing and the candidate shall sign to state that he agrees to contest the elections for the mentioned post.
- 23.9. The nominations forms after filling, should be posted by registered post or sent by courier service to the Chief Election Commissioner or to the registered office of PPA in sealed envelopes marked on the outside "Elections PPA200....." and must reach the Chief Election Commissioner or the office of PPA Centre on or before the cannot specified date and time or if given by hand in sealed envelope, the candidate should obtain receipt from the Chief Election Commissioner or Secretary General.
- 23.10. The Election Commission, the Organizing Committee, the candidates and all members shall cooperate to have a peaceful atmosphere conducive to fair elections and the candidate or his supporters must not create any disturbance or chaos. If there are any complaints, the same shall be referred peacefully to the Chief Election Commissioner and the Election Commission and their decision shall be binding and final.
- 23.11. The candidates have the right to appoint one polling agent for each polling both as per clause 23.12.3 and during counting as observers. The candidate shall be fully responsible for the conduct of his polling agent, who must not interfere in polling nor try to influence voters, nor create commotion.
- 23.11.1 A candidate obtaining majority of the votes cast shall be declared elected.
- 23.12. **Objections to election process:**  
Any objections to the election process shall be communicated peacefully and



in writing to the election commission as follows:

- 23.12.1. Any objection to the nomination forms or candidacy of a candidate shall be filed in writing after the list of candidates who have filed nomination forms is pasted in PPA office or posted on the ppa-news site and **before** the date of scrutiny of the nomination forms by the "Nomination Forms Scrutiny Committee".
  - 23.12.2. Any objections to the decisions of the Nomination Forms Scrutiny Committee as shown by the 'list of eligible candidates after scrutiny by the Nomination Forms Scrutiny Committee' shall be communicated to the Chief Election Commissioner before the last date for withdrawal of nomination forms.
  - 23.12.3. Each candidate, or two or more of them jointly, shall have the right to appoint their polling agents to sit with the election commissioners during the process of polling and counting of votes. Any objections to the polling process shall be raised there and then in writing and no objection to the polling process shall be entertained once the polling is declared closed. Any objections to the counting of votes must be raised at the time of counting in writing or as soon as counting is complete and provisional results are declared before the election officials leave the venue of counting.
  - 23.12.4. If no objection is raised to the "provisional results" declared after counting of votes, the Chief Election Commissioner and other Election Commissioners shall write down, sign and announce "Final Results" before leaving the venue of the counting of the votes.
  - 23.12.5. No objection shall be valid after the 'Final Results' of counting have been signed and announced by the Chief Election Commissioner.
  - 23.12.6. Any objections raised shall be against the process and not directed personally against the Chief Election Commissioner or any other Election Commissioner and no one shall have the right to malign the Chief Election Commissioner or any of the Election Commissioners.
  - 23.12.7. Once the 'Final Results' have been announced by the Chief Election Commissioner as no objections were submitted within the time limits as specified above, the results shall be 'Final' and not challengeable in any court of law or any other forum including the General Body Meeting.
- 23.13. **Members eligible to vote or contest elections:** Only life members and ordinary members in good standing shall be eligible to vote in the elections or contest in them. For this purpose the Election Commission shall only consider the latest lists of life members and ordinary members of good standing, who have paid in full their dues for the year preceding the Biennial General Body Meeting in which elections are to be held, provided to it by the Secretary General of PPA Centre as per constitution of the Association. In case a PPA branch fails to send its lists of Ordinary members of good standing and Life members by 31<sup>st</sup> December of the preceding year before the election schedule is announced, then **only the life members** of that branch as listed on the last list available with Secretary General PPA Centre or life members whose names are printed on the last published Directory of Members of PPA, shall be eligible to vote. If a PPA branch has issued Membership Cards to its members

and has paid their share of subscription to the PPA Centre, then only those who can show their cards, if asked by the Election Commissioner, shall be eligible to cast votes.

**23.14. Penalties:**

23.14.1. If any candidate, who has not submitted written objection at proper time as specified above, or whose objection had been removed or rejected by the Election Commission, but after the General Body Meeting has been adjourned, he challenges the election results in writing, or a candidate who levels any allegation against the Chief Election Commissioner or any of the Election Commissioners or maligns them in any way, shall be liable to strict disciplinary action including being barred from contesting elections for any post for a specified period.

23.14.2. If any candidate, who had not submitted objection at the proper time as specified above, files a law suite after the Biennial General Body Meeting has been adjourned, against the Association or against the Chief Election Commissioner or against one or more of the Elections Commissioners, or threatens the Association that he will go to the court, he/she shall cease to be a member of the Association.